

CDBG-R SUBMISSION TEMPLATE **& CHECKLIST**

The American Recovery and Reinvestment Act of 2009 ("Recovery Act") was signed into law by President Obama on February 17, 2009. The Recovery Act awards \$1 billion in CDBG Recovery (CDBG-R) funds to be distributed to cities, counties, insular areas and states, of which \$10 million has been reserved by HUD for its administrative costs and \$10 million of which will be awarded to Indian tribes. Recipients of the remaining \$980 million of CDBG-R funds will be the approximately 1,200 jurisdictions that received CDBG funding in Fiscal Year 2008. This template sets forth the suggested format for grantees receiving funds from CDBG-R. A complete submission contains the information requested below, including:

- (1) The CDBG-R Substantial Amendment (template attached below)
- (2) Spreadsheet for Reporting Proposed CDBG-R Activities (see <http://www.hud.gov/recovery>)
- (3) Signed and Dated Certifications (see <http://www.hud.gov/recovery>)
- (4) Signed and Dated [SF-424](#).

Grantees should also attach a completed CDBG-R Substantial Amendment Checklist to ensure completeness and efficiency of review (attached below).

THE CDBG-R SUBSTANTIAL AMENDMENT

Jurisdiction(s): West Valley City	CDBG-R Contact Person: Chris Curtis
Jurisdiction Web Address:	Address: 3600 Constitution Blvd.
• www.wvc-ut.gov	Telephone: (801) 963-3486
/CommDev/Housing/CDBG-R	Fax: (801) 963-3518
	Email: chris.curtis@wvc-ut.gov

ENSURING RESPONSIBLE SPENDING OF RECOVERY ACT FUNDS

Funding available under the Recovery Act has clear purposes – to stimulate the economy through measures that modernize the Nation’s infrastructure, improve energy efficiency, and expand educational opportunities and access to health care. HUD strongly urges grantees to use CDBG-R funds for hard development costs associated with infrastructure activities that provide basic services to residents or activities that promote energy efficiency and conservation through rehabilitation or retrofitting of existing buildings. While the full range of CDBG activities is available to grantees, the Department strongly suggests that grantees incorporate consideration of the public perception of the intent of the Recovery Act in identifying and selecting projects for CDBG-R funding.

A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES

Grantees must provide information concerning CDBG-R assisted activities in an electronic spreadsheet provided by HUD. The information that must be reported in the spreadsheet includes activity name, activity description, CDBG-R dollar amount budgeted, eligibility category, national objective citation, additional Recovery Act funds for the activity received from other programs, and total activity budget. An electronic copy of the spreadsheet and the format is available on HUD’s recovery website at <http://www.hud.gov/recovery>.

B. CDBG-R INFORMATION BY ACTIVITY (COMPLETE FOR EACH ACTIVITY)

In addition to the Spreadsheet for Reporting Proposed CDBG-R Activities, grantees must provide a narrative for each activity describing how the use of the grantee’s CDBG-R funds will meet the requirements of Title XII of Division A and Section 1602 of ARRA. The grantee’s narrative must also state how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit in relation to the CDBG-R funds obligated, and will address the Recovery Act, by:

- Preserving and creating jobs and promoting economic recovery;
- Assisting those most impacted by the recession;
- Providing investment needed to increase economic efficiency;
- Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits;
- Minimizing or avoiding reductions in essential services; or
- Fostering energy independence.

(1) Activity Name:

Lester Street Sidewalk Project

(2) Activity Narrative:

The proposed project is new sidewalk construction consisting of curb, gutter and 6 foot sidewalk along both sides of Lester Street (1585 West) from Russett Avenue (2830 South) to Crystal Avenue (2590 South), approximately ½ mile. The project will provide a continuous sidewalk route, 12 ADA pedestrian access ramps and 12 driveway and landscape tie-ins.

Lester Street is the main thoroughfare through the neighborhood and is a main stop for school busses and has considerable student pedestrian traffic. The sidewalk will provide added safety to school children. Some residents have stated that lack of sidewalks in their area has limited their ability to walk or bicycle to school and work. The installation of sidewalks, street crossings and removal of ADA impediments will create accessible connections to jobs and services in the neighborhood.

In addition to using CDBG-R funds for this activity in eligible areas, the City proposes to allocate regular annual CDBG funds of \$276,083 to allow completion of the project. Separate reporting will be maintained for each source of funds. No additional Recovery Funds will be used for this project.

This project meets the National Objective by benefitting low and moderate income persons through the area benefit. This project falls into the Public Facilities and Improvements eligible activity (matrix code 03L – sidewalks).

Reporting Requirements

The proposed improvements will utilize CDBG-R allocations in a manner that accomplishes the following priorities of the American Recovery and Reinvestment Act (ARRA) 2009:

- a. **Preserve and maximize job creation and economic benefit:** By making CDBG-R funds available, this activity will provide a construction opportunity that is not available to the local contractors in the area.
- b. **Benefit Low/Moderate-Income (LMI) Persons:** Low and Moderate-income persons will benefit directly from the implementation of a project that currently has no other funding source from West Valley City. The proposed improvement will benefit a presumed benefit classification of disabled persons. All funds, (100%) will be utilized to benefit this low and moderate-income benefit classification.
- c. **Award contracts based on bids within 120 days that can be completed in an expeditiously timeframe:** All activities under the West Valley City CDBG-R program will be contracted out within 120 days of approval and authorization from HUD.

- d. **Invest in transportation, environmental protection or other infrastructure that will provide long-term benefits:** This project will expedite a much needed infrastructure upgrade that is needed within the City.
 - e. **Assist those impacted by the recession:** This project will provide for job creation/retention to a construction area that is currently depressed in Utah as well as nationwide.
 - f. **Energy efficiency and conservation:** Construction of the sidewalks and ADA pedestrian accessibility ramps enable local disabled residents to utilize sidewalks to access neighborhood activities and local bus stops instead of having to use personal vehicles for transportation, thereby promoting energy efficiency.
- Distribution and Administration of Funds - The process the City plans to use, once HUD signs the grant agreement, to allocate funds:
 - a. Selection of Contractor through the RFP process that complies with the CDBG-R criteria.
 - b. Complete environmental process for the approved project.
 - c. Prepare and approve contracts with Contractor through the City approval process.
 - d. Enter activity into IDIS.
 - e. Monitor contractor weekly payrolls and conduct employee interviews.
 - f. Monitor monthly pay requests and construction schedule to assure completion in accordance with contractor contract.
 - g. Project completion prior to August 2010.
 - The City's plan for ensuring the effective and timely use of CDBG-R grant funds on eligible activities, as outlined in the CDBG-R Notice, are listed as follows:
 - a. Complete contract agreements between the City and Contractor prior to the expiration of the 120 day from HUD approval requirement.
 - b. Establish and enforce a timeline benchmark of 30% required expenditures by February 28, 2010 and 50% by May 31, 2010.
 - c. Review monthly billings from the Contractor for verified expenditures.
 - d. Monthly IDIS reporting to monitor outcomes and objectives.
 - e. Coordinate quarterly reporting from the Contractor with IDIS for reports to be published and reported to HUD
 - f. Expend all CDBG-R allocation prior to August 2010.
 - g. Require all activities funded through the City's CDBG-R allocation meet the requirements of Title XII of Division A & Section 1602 of the Recovery Act.

- Reporting Requirements

<u>Estimated Eligible Activities</u>	<u>Estimated Budgeted Amount</u>
Lester Street Sidewalks	\$250,000 (CDBG-R Funds)
Lester Street Sidewalks	\$276,083 (Leveraged Funds)
Grantee Administration	\$0
Public Services	\$0 (N/A)

(3) Jobs Created:

It is projected this project will provide 21 full or part-time jobs, either newly created or retained.

Jobs Created or Retained Classification	Total
CDBG Program Manager	1
Project Design Engineer	1
Construction Manager	1
Construction Inspector	1
Contractor Foreman	1
Contractor Concrete Finishers	2
Contractor Operators	2
Contractor Truck Drivers	2
Contractor Laborers	6
Materials Production & Delivery	4
Total Jobs Created or Retained	21

(4) Additional Activity Information:

Construction of the sidewalks and ADA pedestrian accessibility ramps enable local disabled residents to utilize sidewalks to access neighborhood activities and local bus stops instead of having to use personal vehicles for transportation, thereby promoting energy efficiency.

(5) Responsible Organization: (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)

DANIEL JOHNSON
 West Valley City Engineer
 3600 Constitution Blvd.
 West Valley City, Utah 84119
 (801) 963-3228
daniel.johnson@wvc-ut.gov

C. PUBLIC COMMENT

Provide a summary of public comments received to the proposed CDBG-R Substantial Amendment.

Public notice concerning the West Valley City's substantial amendment was posted on the City's website www.wvc-ut.gov on May 21, 2009, and published in the Salt Lake Tribune on May 24, 2009 (See below). In addition, the proposed amendment was discussed and approved During the City Council meeting of May 26, 2009. The City feels that this fulfills the required 7-day public notice requirement.

The following Legal Public Notice was published in the newspaper on May 24, 2009:

Legal Public Notice - To All Interested Agencies, Groups and Persons:

Title XII of the American Recovery and Reinvestment Act of 2009 (Pub.L.111-5) authorized additional funding for the Community Development Block Grant (CDBG) Program. West Valley City, through the U.S. Department of Housing and Urban Development, is eligible to receive \$250,000 under the Community Development Block Grant Program-Recovery Act (CDBG-R). CDBG-R funds are intended to stimulate job creation and long term economic benefits. To receive CDBG-R funds, the City must submit for HUD approval a substantial amendment to the City's Annual Action Plan for Program Year 2008-2009. The substantial amendment will describe how CDBG-R funds will be distributed and used.

Notice is hereby given that the City proposes to fund the following activity through the CDBG-R program:

Project:	Lester Street Project
Description:	The project includes the construction of curb, gutter and sidewalk along both sides of Lester Street (1585 West) from Russett Avenue (2830 South) to Crystal Avenue (2590 South). The project will provide a continuous sidewalk route for pedestrians, ADA pedestrian access ramps, driveway and landscape tie-ins.
Budget:	\$ 250,000
	Construction Costs: \$ 237,500
	Administration Costs: \$ 12,500

All interested persons who wish to comment on the proposed amendment may do so in writing to: West Valley City
3600 So. Constitution Blvd.
West Valley City, UT 84119
Suite 100. Attn: Sheri McKendrick

A 7-day comment period starts on May 24, 2009. For additional information please call Chris Curtis, CDBG Administrator, West Valley City Housing Authority at 801-963-3486., TDD 801-963-3418.

Response:

No public comment has been received.

CDBG-R Substantial Amendment Grantee Checklist

For the purposes of expediting review, HUD asks that applicants submit the following checklist along with the CDBG-R Substantial Amendment, Spreadsheet for Reporting Proposed CDBG-R Activities, and SF-424.

Contents of a CDBG-R Action Plan Substantial Amendment

Jurisdiction(s): West Valley City	CDBG-R Contact Person: Chris Curtis
Jurisdiction Web Address: www.wvc-ut.gov /CommDev/Housing/CDBG-R	Address: 3600 Constitution Blvd. WVC, UT
	Telephone: 801-963-3486
	Fax: 801-963-3518
	Email: chris.curtis@wvc-ut.gov

The elements in the substantial amendment required for the CDBG recovery funds are:

A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES

Does the submission contain a paper copy of the Spreadsheet for Reporting Proposed CDBG-R Activities?

Yes XX No ☐ Verification found on page **10**

Does the submission include an electronic version of the Spreadsheet for Reporting Proposed CDBG-R Activities sent to the email box CDBG-R@hud.gov?

Yes XX No ☐ Date Spreadsheet was emailed: **e-mailed 6/5/09 resent 6/10/09**

Does the Spreadsheet for Reporting Proposed CDBG-R Activities include, for each activity:

- amount of funds budgeted for each activity, including CDBG-R funds, any additional Recovery Funds used and total activity budget,
Yes XX No ☐ Verification found on page(s) **3**
- the Eligibility citation (eligibility regulatory cite or HCDA cite),
Yes XX No ☐ Verification found on page(s) **3**
- the CDBG national objective citation,
Yes XX No ☐ Verification found on page(s) **3**

B. CDBG-R INFORMATION BY ACTIVITY

Does the submission contain information by activity describing how the grantee will use the funds, including:

- a narrative for each activity describing how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit,
Yes XX No ☐ Verification found on page(s) 3
- projected number of jobs created for each activity,
Yes XX No ☐ Verification found on page(s) 5
- whether an activity will promote energy efficiency and conservation,
Yes XX No ☐ Verification found on page(s) 4
- the name, location, and contact information for the entity that will carry out the activity,
Yes XX No ☐ Verification found on page(s) 5
- evidence that no more than 10% of the grant amount will be spent on administration and planning,
Yes XX No ☐ Verification found on page (s) 5
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes XX No ☐ Verification found on page (s) 5
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,
Yes XX No ☐ Verification found on page (s) 3

C. PUBLIC COMMENT PERIOD

Was the proposed action plan amendment published via the jurisdiction's usual methods and on the Internet for no less than 7 calendar days of public comment?

Yes XX No ☐ Verification found on page(s) 6

Is there a summary of citizen comments included in the final amendment?

Yes XX No ☐ Verification found on page(s) 6

D. CERTIFICATIONS

The following certifications are complete and accurate:

- | | | |
|---|------|-----------------------------|
| (1) Affirmatively furthering fair housing | YesX | No <input type="checkbox"/> |
| (2) Anti-displacement and relocation plan | YesX | No <input type="checkbox"/> |
| (3) Drug-free Workplace | YesX | No <input type="checkbox"/> |
| (4) Anti-lobbying | YesX | No <input type="checkbox"/> |

(5) Authority of jurisdiction	YesX	No <input type="checkbox"/>
(6) Consistency with plan	YesX	No <input type="checkbox"/>
(7) Section 3	YesX	No <input type="checkbox"/>
(8) Community development plan	YesX	No <input type="checkbox"/>
(9) Following a plan	YesX	No <input type="checkbox"/>
(10) Use of Funds	YesX	No <input type="checkbox"/>
(11) Excessive Force	YesX	No <input type="checkbox"/>
(12) Compliance with anti-discrimination laws	YesX	No <input type="checkbox"/>
(13) Lead-based paint procedures	YesX	No <input type="checkbox"/>
(14) Compliance with laws	YesX	No <input type="checkbox"/>
(15) Compliance with ARRA	YesX	No <input type="checkbox"/>
(16) Project selection	YesX	No <input type="checkbox"/>
(17) Timeliness of infrastructure investments	YesX	No <input type="checkbox"/>
(18) Buy American provision	YesX	No <input type="checkbox"/>
(19) Appropriate use of funds for infrastructure investments	YesX	No <input type="checkbox"/>
(20) 70% of CDBG-R for LMI	YesX	No <input type="checkbox"/>
Optional Certification		
(21) Urgent Need	Yes <input type="checkbox"/>	No <input type="checkbox"/>

D. STATE CERTIFICATIONS

The following certifications are complete and accurate:

(1) Affirmatively furthering fair housing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(2) Anti-displacement and relocation plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(3) Drug-free Workplace	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(4) Anti-lobbying	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(5) Authority of State	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(6) Consistency with plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(7) Section 3	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(8) Community development plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(9) Consultation with Local Governments	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(10) Use of Funds	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(11) Excessive Force	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(12) Compliance with anti-discrimination laws	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(13) Compliance with laws	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(14) Compliance with ARRA	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(15) Project selection	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(16) Timeliness of infrastructure investments	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(17) Buy American provision	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(18) Appropriate use of funds for infrastructure investments	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(19) 70% of CDBG-R for LMI	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Optional Certification		
(20) Urgent Need	Yes <input type="checkbox"/>	No <input type="checkbox"/>